



DEPARTMENT OF THE NAVY
OFFICE OF THE SECRETARY
WASHINGTON, D.C. 20350-1000

SECNAVINST 12451.3
ASN(M&RA)/OCPM 12
23 MAY 1988

SECNAV INSTRUCTION 12451.3

From: Secretary of the Navy

Subj: DEPARTMENT OF THE NAVY INCENTIVE AWARDS PROGRAM

Ref: (a) Title 10, USC, Sec 1124
(b) Title 5, USC, Sec 4501-4507
(c) DOD 5120.16 of 15 July 1974 (NOTAL)

1. Purpose. To provide Department of the Navy (DON) policy and assign overall responsibility for the implementation and administration of the DON Incentive Awards Program.

2. Cancellation. SECNAVINST 5305.2.

3. Policy. The goal of the DON Incentive Awards Program is to encourage and recognize military and civilian personnel for significant contributions being made to the mission and priorities established for the DON at all levels. The Incentive Awards Program should motivate employees to increase productivity by recognizing creativity in the workplace and by rewarding employees and groups of employees as soon as possible after contributions are made.

4. Responsibilities

a. The Assistant Secretary of the Navy (Manpower and Reserve Affairs) is responsible for the development and issuance of implementing directives, and the evaluation of the DON Incentive Awards Program.


b. The DON Awards Review Panel (DARP) will review all individual civilian and military cash awards of more than \$7,500 and high-level public service and honorary awards requiring the approval at the Assistant Secretary of the Navy (ASN) or higher levels. The DARP will also determine sponsorship of newly established and existing awards.

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c. The Chief of Naval Operations (CNO); the Commandant of the Marine Corps (CMC); the Chief of Naval Research (CNR); and the Assistant for Administration, Deputy Under Secretary of the Navy (Policy) (AA/DUSN (P)) are responsible for implementation and execution of the incentive awards programs in their organizations. CNO will administer the Suggestion Program for Navy military personnel and CMC will administer the Suggestion Program for Marine Corps' military personnel. CNO, CMC, CNR, and AA/DUSN (P) are authorized to expend appropriated funds in support of the operation of the program per references (a) through (c).

d. The Chief of Naval Information is responsible for publicity and promotional support of the DON Incentive Awards Program.

5. Action. Addressees are to implement the policy of this directive.


William L. Ball, III
Secretary of the Navy

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(See page 3)

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